COLLIN COUNTY
PERSONNEL ACTION FORM

			DATE:
NAME: SELF REBECCA LYNN			5-17-89
LAST FIRST MIDDLE			DEPARTMENT:
SOCIAL SEC. NO.: 464-43-4128			Sheriff

EMPLOYMENT	Employment Date: 5-22-89	Job Title: Data Entry Clerk (R3/A)		SALARY: $1152.00
Previously Employed:	Orginial Employment Date:	Separation Date:	Supervisor:	SALARY:
ELIGIBILITY DATES: (For Office Use Only)	Vacation Days:	Sick Leave:	Insurance: (Medical)	Self Dependents

Salary and/or title change	Current Job Title		Current Salary	Range	Step
	New Job Title		New Salary	Range	Step

Reason: □ Satisfactory Performance   □ Unsatisfactory Performance   □ Exceptional Merit

TRANSFER	FROM:	TO:		**SICK LEAVE**	Dates of Sick Leave:
LEAVE OF ABSENCE Give Reason	FROM:	TO:			Previous Days Sick Leave Taken This Year:
RETURN	DATE:	□ Ins. Notified			Was Doctor's Statement Furnished? □ Yes □ No

VACATION	Date Requested - From:	To:		Total Work Days Away	Previous Days Taken This Year

SEPARATION	Employment Date	Last Day Worked		Rehire? □ Yes □ No Explain
Vac. Pay No. Hrs.	Amt. Paid	Comp. Pay No. Hrs.	Amt. Paid	

□ Voluntary Retirement   □ Return To School   □ Insubordination
□ Mandatory Retirement. Co. Policy   □ Family Problems   □ Reporting Under Influence of Alcohol
□ Death   □ Resignation For Other Reasons   □ Drinking On Duty
□ Illness or Injury   □ Reduction In Force   □ Destruction or Removal Of Co. Property
□ Leaving Area   □ Habitually Absent or Tardy   □ Falsification of County Records
□ Accept Other Job   □ Unreported Absence   □ Misconduct
□ Dissatisfied   □ Leaving Work Without Permission   □ Other (Explain in comments)

How Many Days Advance Notice Given? [   ]

COMMENTS:

Dated this 22nd day of _____ May _____ , 19 89

EFFECTIVE DATE: 5-22-89

_____
COUNTY JUDGE

DATE   EMPLOYEE (IF APPLICABLE)
5-18-89
DATE   DEPARTMENT HEAD

DATE   PERSONNEL DIRECTOR